

**Township High School District 113
1040 Park Ave. West
Highland Park, IL 60035**



**Request for Proposal
Special Education**

Submit your proposal to:

Dr. Tiffany Rowe, Assistant Superintendent of Student Services

Township High School District 113

1040 Park Ave. West, Highland Park, IL 60035

Phone: 224-765-1019 | Email: trowe@dist113.org

DATE ISSUED: September 22, 2021

Deadline for Submission: September 30, 2021

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SECTION I: BACKGROUND AND GENERAL INFORMATION

Township High School District 113 (THSD 113) is considering the selection of an experienced company and/or individual to complete a multi-year plan and a workload plan within the Special Education Department. Please note this request for proposal (RFP) is not an offer on the part of THSD 113 and that THSD 113 reserves the right to cancel the project described in this RFP and to reject any and all proposals. THSD 113 reserves the right to contract with any firm for reasons other than the lowest price, to waive informalities and technicalities in the proposals, to request clarifications of proposals, and to accept the proposal deemed most favorable to the District after all proposals have been examined and evaluated. The acceptance of a proposal does not bind THSD 113 to engage the firm. It shall also be understood that in no event shall THSD 113 be responsible for any costs of preparing your proposal.

Please prepare and deliver three (3) hard copies and one (1) digital file on USB Flash Drive in PDF format of your formal response to the items listed below to the following address no later than 4:00 P.M. on September 30, 2021. The envelope should be clearly marked "Special Education - RFP" and the name of the firm submitting the proposal and shall be mailed or hand-delivered to attention to:

Dr. Tiffany Rowe
Assistant Superintendent of Student Services
Township High School District 113
1040 Park Ave. West
Highland Park, IL 60035
Telephone: (224)765-1019
Email: trowe@dist113.org

Proposals shall not be submitted by fax; however, the proposals can also be emailed to trowe@dist113.org and amehanti@dist113.org

Questions regarding this RFP process must be sent electronically to Dr. Tiffany Rowe, Assistant Superintendent of Student Services, at trowe@dist113.org no later than September 28, 2021.

A proposal may be withdrawn or changed if written notice of the withdrawal or change is received by Dr. Rowe, in writing, prior to the latest time specified for submission of proposals. Change may be made only by substitution of another proposal prior to the latest time specified for the submission of proposals.

Proposals must be valid and binding for a minimum period of 60 days after the date set for the award.

Upon award of the contract by the Board of Education, the successful firm shall be required to submit a proposed contract for the services covered in this RFP and the

firm's proposal. Any contract will be subject to review by the Board of Education's legal counsel and must be on terms fully acceptable to the Board of Education before it is signed. No contract or agreement will be implied, final, or in effect between the Board and a selected submitter until acceptable contract terms have been reached. The successful firm must enter into an executed contract with the Board in order to finalize the award of the proposal. If a mutual agreement on contract terms cannot be reached, the Board will proceed to negotiations with another firm.

The terms of this RFP and all of our conversations are considered "Confidential Information," as defined in the Mutual Confidentiality Agreement executed by the district and the firm submitting the RFP.

About Township High School District 113

District 113 has an unwavering commitment to providing all students opportunities to realize their unique potential through a rigorous and engaging curriculum, meaningful relationships, varied experiences, a positive school culture, and the cultivation of individual passion and resilience.

The vision of the District is to:

- Cultivate passion
- Unlock potential
- Inspire Excellence- everyone, everywhere

[Strategic Plan](#)
[School and Administration Goals 2021-2022](#)

Township High School District ("THSD 113" or the "District") is located in Lake County and provides educational instruction to children residing in the City of Highland Park, the City of Highwood, Fort Sheridan, Village of Deerfield, and Village of Bannockburn. We have two high schools, Highland Park which has approximately 2,000 students, and Deerfield with approximately 1,600 students. THSD 113 has approximately 525 employees and is governed by a seven-member Board of Education. The annual operating budget for the fiscal year 2019 is approximately \$97,960,151. Township High School District 113 administration works in partnership with the District 113 Education Association as the representative for all employed licensed staff members.

About Students Services Department

The Special Education Departments are comprised of two high schools, Deerfield and Highland Park. During the 2019-2020 school year, the District engaged in a [Diverse Learners Audit by DM Group](#). The audit provided valuable information as baseline data, however, the goal of this project is to operationalize the information to prepare students to be as independent as possible for their post-secondary future.

Purpose of the Request for Proposal (RFP)

THSD 113's Special Education Department is issuing this Request for Proposal (RFP) to identify a qualified firm to provide a comprehensive multi-year plan and a workload plan.

SECTION II: EXPECTED SCOPE OF WORK

Expected Scope of Work

The firm selected by the District will be expected to facilitate a process to co-create a strategic plan and a workload plan for the special education department. The District seeks to contract with a firm and/or individual that has experience and capacity to uphold the following practices and requirements:

Multi-year plan- Facilitate a process to co-create a multi-year plan will provide the special education department a path to improve our practices based on SMARTIE (Specific, Measurable, Action-oriented, Relevant, Time-bound, Inclusive, Equitable) goals and objectives that can be easily monitored and obtained each year. The development of this plan should be a collaborative process with stakeholders to gain insight and understanding while holding true to our values and beliefs regarding teaching and learning and require a deep understanding of special education law and regulations.

Workload plan- A workload plan for the special education department is needed to specify the parameters of the workload of special educators. This workload plan will entail all services required under students' IEPs, as well as all needed ancillary and support services, that are provided at the requisite level of intensity. This plan should be developed in collaboration with relevant stakeholders including general/special educators, board members, supervisors, parents, administration building/district level, and District 113 Education Association (DEA). The workload plan must include an analysis of the following activities: individualized instruction, consultative services, collaborations among peers, attendance at IEP meetings, conferences, and documentation and reporting. For each of the areas above, the workload plan must address the activity description, the current staffing, assessment, and include recommendations.

THSD 113 management expects the process to consist of the following key phases:

Phase I: Review data and DM Group audit. Meet with stakeholders to develop values and beliefs, develop a portrait of a graduate and analyze the workload of special education staff.

Phase II: Provide draft plans for feedback on the annual goals, action plans for each associated goal with quarterly benchmarks, and clear indicators of responsibility and the workload plan. The individual or firm will collaborate with administration to modify based on feedback from DEA and other stakeholders.

Phase III: Present the final product of each plan. Each plan will be presented to the Board of Education. The workload plan will be recommended for action to the Board of Education.

The successful firm must complete the plans listed above no later than May 1, 2022.

Should your internal audit dramatically differ from the steps listed above, provide a detailed overview and explanation in your proposal.

SECTION III: EVALUATION PROCESS AND TIMING

THSD 113 expects the individual or firm to provide a comprehensive response that meets or exceeds all requirements stated in this RFP. THSD 113 will evaluate each firm's proposal using the below criteria:

- Responses to the questions requests in the accompanying Section V;
- Professional qualifications and experience of the service provider and assigned personnel;
- Ability to effectively partner with THSD 113;
- Knowledge of the field of special education;
- The quality of responses received from the references provided; and
- The service provider's proposed fees.

Finalists may be invited for further interviews/presentations with the Board of Education or Student Services Department. A senior auditor/partner of each finalist firm must be available for the interview/presentation. The Board of Education will make the final award of contract.

Timeline

RFP Release Date	September 22, 2021
Proposal Due Date	September 30, 2021
Proposal Evaluation Period	September 30-October 18, 2021
Award Letter Sent	October 8, 2021

SUBMISSION REQUIREMENTS

To apply in response to this Request for Proposal (RFP), please mail or hand-deliver your proposal by 4:00 p.m. on September 30, 2021, to:

Township High School District 113
Attn: Dr. Tiffany Rowe
1040 Park Ave. West
Highland Park, IL 60035

The RFP can also be emailed by 4:00 pm on September 30, 2021, to: trowe@dist113.org and amehanti@dist113.org.

SECTION IV: REQUESTED SERVICE PROVIDER INFORMATION

General Practice Background

- Provide an overview of your consulting, capabilities and experience related to MTSS and Special Education.
- Provide the number of full-time consulting professionals on a company-wide and local basis.
- Provide a list of at least three client references (including contact information) where your firm consulted on MTSS or Special Education programming and a sample product of each.

Service Team

- Provide a list of the individuals or team that will serve THSD 113 and describe their relevant experience, including years of experience conducting internal audits.

Describe your Approach and Methodology

- Describe your methodology.
- Provide a description and example of the deliverables to be provided.

References

- Provide references from three clients (with contact information) who can speak to your audits of MTSS or Special Education programming. It is preferable (but not required) that references be from local clients in the education industry.

Professional Hourly Rate and Estimated Fees

Fees

- *For each project phase please include a fee range estimate and hourly rates for*

the project team, including anticipated average hourly rates based on the anticipated mix of personnel on the team.

- Provide any other additional fees.
- It is District 113's policy that the firm must obtain THSD 113 written permission prior to incurring any fees or expenses that are above those fees and/or expenses contained in any estimate provided to THSD 113.

Timeline

Provide an estimated timeline/schedule for the duration of the engagement, including (but not limited to), expected number of days for the engagement, possible date ranges, each phase.

Additional Information

Provide any other information you feel would be pertinent for District 113 to consider during our evaluation process.